

Kinetic Foundation

Job Title: Programme, Impact & Data Officer

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| Role: | Programme, Impact & Data Officer (Internship) |
| Hours: | 37.5 hours per week |
| Salary: | £23,303 per annum (in line with Real Living Wage) |
| Contract: | Fixed Term 29 th March 2024 with possible extension on successful internship |
| Location: | London – Flexible working patterns from home and our offices at London Bridge to be agreed. Occasional travel required to our sites in Bromley, Croydon, Westminster & Haringey |
| Benefits: | 25 days plus bank holidays // Employer Pension contributions 3% // Maternity, Paternity & Adoption leave // Flexible working // Statutory Sick pay |
| Reports to: | Chief Operating Officer (COO) |
| Recruitment timetable | |
| Deadline for Applications | 6 th February 2023 - 5pm |
| Interviews | Week Commencing 13 th February 2023 |
| Start date: | 27 th March 2023 (open to earlier start dates) |
| Questions: | If you have any questions about the role, please contact careers@kinetic-foundation.org.uk |
| To apply: | Please send your CV with a covering letter (maximum 1 page) outlining your suitability for the role and detailing why you are interested in the role to careers@kinetic-foundation.org.uk |
| Please note: | <ul style="list-style-type: none"> • CVs sent without a covering letter will not be accepted. • Receipt of your application will be acknowledged by email. • Only successful applicants for the next stage of the recruitment process i.e., interview will be contacted. If you have not heard from us within one week of the position's closing date, please assume your application was not successful. • Kinetic Foundation operate a 'safer recruitment' policy and therefore we will take at least two references before employees start, and all employees will need to undergo an enhanced DBS check. |

About Kinetic Foundation

Kinetic is an innovative charity that uses a unique community sport model which engages the most vulnerable, ignored and overlooked young people in the UK and provides diversionary activities, education and career opportunities.

Our Vision: Young people are equipped with confidence, skills and aspirations so they are not disproportionately affected by unemployment.

Our Mission: To engage young people through football and develop their confidence, skills and capabilities to reach their potential.

Kinetic engage some of the hardest to reach young people through football. We offer high quality, structured coaching sessions as a gateway to deliver support to young people in the areas of;

- Education
- Employability skills, job search skills, work experience
- Capabilities – agency, self-efficacy and resilience
- Addressing barriers including health and wellbeing and developing life skills

Over the past 10 years, Kinetic has worked with over 3,000 young people between the ages of 14-19 years old.

The Need

Young people are disproportionately affected by unemployment. Overall, in the UK, the unemployment rate stands at 4.4%. However, youth unemployment (16-24 years old) across the UK currently stands at 12.6% and in London at 18.7%.

Even further from the labour market are young people classed as Not in Education, Employment or Training (NEET). Since 2016, this figure has flatlined and currently stands at 10.6% of all 16-24 year olds.

The Role

In our updated strategy, we plan to further develop our partner funded programmes, impact recording and reporting. Reporting to senior management, you will contribute to the coordination of these externally funded programmes and develop robust recording/reporting of impact. This will enable you to provide deeper insights and reports to funders and senior staff/trustees.

We are looking for a dynamic individual who is flexible in approach. In return, we will provide the opportunity for you to develop in the role and play a major part in our future growth.

Further information

The Programme, Impact & Data Officer (Internship) role is a twelve-month paid Internship to begin during March 2023, supported by the Jack Petchey Foundation. You must be ready take up the post by 27 March 2023.

As part of this role, you will be part of the [Jack Petchey Internship Programme](#) with 30 other interns from different youth organisations in London and Essex. This development programme will involve you attending at a launch conference, a six-month update workshop, six professional development workshops through the year and a celebration event at the end of the programme. You will receive an extra training bursary of £1,000 for approved training. You will also be matched with a mentor from another organisation to support you in your professional development. The Jack Petchey Internship Programme training and events will take place in person in London and you will be expected to take full part in this programme alongside your role at Kinetic Foundation.

Equal Opportunities

Kinetic Foundations values diversity and inclusion, we welcome and encourage applications from candidates with diverse backgrounds, regardless of their age, gender identify, ethnicity, religion or belief, sexuality or disability.

Key responsibilities

- Overseeing a range of funded programmes which support our participants
- Coordinating and communicating with funding partners to ensure stakeholders and volunteers understand their requirements
- Scheduling delivery workshops with external partners, funding partners and internal participants
- Routine data cleaning to ensure that data stored is valid, robust and complies with General Data Protection Regulations (GDPR)
- Conducting pre and post impact monitoring across every intervention with young people
- Conducting exit route monitoring to understand long term impacts of our work
- Understanding Kinetic impact and opportunity to iterate our monitoring and evaluation approach to ensure that data collected provides deep insights into our impact
- Collating and reporting programme impact data to funders
- Regular reporting on companywide impact
- Developing both quantitative and qualitative reporting
- Maintain an up-to-date knowledge of the factors contributing to youth unemployment, NEET status and low social mobility
- Reporting directly to our COO, your work will align with our marketing, fundraising and programme coordination functions
- Champion impact recording and insights across the charity

Person Specification

Essential

- A passion in the vision and mission of Kinetic Foundation and an understanding of the experiences faced by the young people we work with
- Ability to use own initiative and as work part of a team
- Proven organisational skills
- Self-motivated with the ability to handle a range of projects
- Attention to detail
- Able to communicate written and verbally with a range of stakeholders
- Proficient in Microsoft Office suite
- Excellent numerical and analytical skills

Desirable

- Ability to communicate data analysis in a manner that can be understood by funders, staff and external stakeholders
- Understanding of quantitative and qualitative data analysis
- Competent in data visualisation techniques
- Proficient in data analysis and reporting tools

Useful application tips:

- Research Kinetic Foundation using our website and social media
- Provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application, including examples of voluntary or unpaid work experience.
- Do not forget to proof-read your application (or even better, ask someone else to) and check for any errors before returning it to us.
- Before submitting your form, it's a good idea to take a copy for your own reference.
- Allow plenty of time to submit your form before the deadline, as late applications will not be considered.
- If you are having problems submitting your application, please get in touch.